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FM COMDT COGARD WASHINGTON DC//CG-1//
TO ALCOAST

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SUBJ: APPROVING OFFICIALS ADVANCEMENT RECOMMENDATION ON THE
ENLISTED EMPLOYEE REVIEW (EER)

A. PERSONNEL MANUAL, COMDTINST M1000.6A

1. THIS ALCOAST CLARIFIES USE OF THE EER ADVANCEMENT RECOMMENDATION
AND ANNOUNCES A MODIFICATION TO THE PROCEDURE FOR AN APPROVING
OFFICIAL TO CHANGE AN ADVANCEMENT RECOMMENDATION.

2. QUESTIONS CONTINUE TO BE RECEIVED REGARDING THE ADVANCEMENT
RECOMMENDATION ON THE EER. THIS RECOMMENDATION IS THE MOST
IMPORTANT COMPONENT OF THE COAST GUARD ADVANCEMENT SYSTEM AND IS
THE APPROVING OFFICIALS BEST ASSESSMENT AS TO WHETHER AN INDIVIDUAL
IS CAPABLE OF PERFORMING AT THE NEXT HIGHER PAY GRADE. PER REF A,
APPROVING OFFICIALS SHOULD CHOOSE RECOMMENDED IF, BASED ON THE
INDIVIDUALS COMPETENCE, LEADERSHIP, INTEGRITY, AND ADHERENCE TO
CORE VALUES, THE MBR IS FULLY CAPABLE OF PERFORMING IN THE NEXT
HIGHER PAY GRADE, REGARDLESS OF WHETHER THE MBR IS OTHERWISE
ELIGIBLE FOR ADVANCEMENT. DIRECT ACCESS HAS THE CAPABILITY TO
DETECT OTHER ELIGIBILITY REQUIREMENTS (SUCH AS TIME IN GRADE, SEA
TIME, ETC.) AND WILL ONLY AUTHORIZE PARTICIPATION IN THE
SERVICEWIDE EXAM (SWE) IF ALL ELIGIBILITY CRITERIA ARE MET,
INCLUDING A POSITIVE COMMAND RECOMMENDATION. THE APPROVING OFFICIAL
SHALL CHOOSE NOT RECOMMENDED WHEN A MBR IS NOT CAPABLE OF
PERFORMING THE DUTIES AND RESPONSIBILITIES OF THE NEXT HIGHER PAY
GRADE. THE REQUIREMENT FOR A CG-3307, PER ART 5.C.4.E.5.A AND B OF
REF A, IS ELIMINATED. ASSIGNING A NOT RECOMMENDED MARK IS NOT
NECESSARILY AN ADVERSE ACTION AGAINST THE MBR. IT IS OFTEN AN
OPPORTUNITY TO PROVIDE CLEAR GUIDANCE SO THE MBR KNOWS WHAT THEY
NEED TO DO TO ACHIEVE A POSITIVE RECOMMENDATION. OF COURSE, THERE
ARE ALWAYS UNFORTUNATE INSTANCES WHERE A MBR FAILS TO LIVE UP TO
PERFORMANCE, BEHAVIORAL, OR ETHICAL STANDARDS. THIS IS CLEARLY A
COMMAND LEADERSHIP OPPORTUNITY TO ENSURE WE UPHOLD THE HIGH
STANDARDS OF OUR SERVICE. THE APPROVING OFFICIALS RECOMMENDATION
FOR ADVANCEMENT IS VALID ONLY FOR A SPECIFIC SWE CYCLE AND MUST BE
RENEWED FOR EACH SUCCEEDING SWE CYCLE. RECOGNIZING THAT INDIVIDUAL
PERFORMANCE CAN CHANGE SIGNIFICANTLY WITHIN A SPECIFIED PERIOD
PRIOR TO A SWE, THE PROCEDURE TO CHANGE AN EXISTING ADVANCEMENT
RECOMMENDATION HAS BEEN UPDATED PER THE POLICY CHANGE BELOW.

3. THE CURRENT POLICY CONCERNING CHANGING AN ADVANCEMENT
RECOMMENDATION IN BETWEEN REGULAR EER SUBMISSIONS HAS BEEN REVIEWED
AND UPDATED TO STREAMLINE THE PROCESS. EFFECTIVE IMMEDIATELY, AN
APPROVING OFFICIAL MAY CHANGE AN ADVANCEMENT RECOMMENDATION AWARDED
ON THE MBRS MOST RECENT EER USING A NEW FUNCTIONALITY NOW AVAILABLE
IN DIRECT ACCESS. IT IS IMPORTANT TO NOTE THAT ONLY THE APPROVING
OFFICIAL WHO ASSIGNED THE ADVANCEMENT RECOMMENDATION MAY CHANGE IT
USING THE NEW METHOD. TO CHANGE THE RECOMMENDATION ASSIGNED BY A
DIFFERENT APPROVING OFFICIAL, THE COMMAND SHOULD CONTINUE TO FOLLOW
THE PROCEDURE OUTLINED IN ART 10.B.10 OF REF A.

4. IN THOSE INSTANCES WHERE THE ONLY CHANGE BEING MADE IS TO THE
ADVANCEMENT RECOMMENDATION, THE APPROVING OFFICIAL INITIATES A NEW
EER IN DIRECT ACCESS AND SELECTS CHANGE OF CO RECOMMENDATION (CORC)
AS THE RATING SCALE. THIS CREATES AN ABBREVIATED EER HAVING ONLY
THE NEW RECOMMENDATION. THE APPROVING OFFICIAL THEN MAKES THE NEW
ADVANCEMENT RECOMMENDATION AND ENTERS COMMENTS IN THE COMMENTS AREA
EXPLAINING THE REASON(S) FOR THE CHANGE. IT IS CRITICAL THAT THE
APPROVING OFFICIAL MAKES THE CHANGE USING THEIR OWN LOGIN ACCESS
AND CLICKS THE SUBMIT BUTTON, THUS PUTTING THEIR ELECTRONIC ID ON
THE CHANGE AND ALLOWING FOR VERIFICATION OF THE LEGITIMACY OF THE

CHANGE. BOTH THE NEW AND THE ORIGINAL EER REMAIN IN THE MBRS RECORD SO THERE IS A COMPLETE EER HISTORY. AN APPROVING OFFICIAL EXPERIENCING CONNECTIVITY DIFFICULTIES SHOULD CONTACT PSC(ADV) BY THE BEST MEANS AVAILABLE FOR ASSISTANCE.

5. ALL CHANGES MADE USING THIS PROCEDURE WILL BE REVIEWED BY PSC (ADV) TO DETERMINE THE IMPACT ON THE MBRS ADVANCEMENT ELIGIBILITY AND STANDING ON ANY ADVANCEMENT ELIGIBILITY LIST. A MBR RECEIVING A CHANGE TO NOT RECOMMENDED WILL BE DECLARED INELIGIBLE FOR ANY UPCOMING SWE AND WILL HAVE THEIR NAME REMOVED FROM ANY APPLICABLE ADVANCEMENT ELIGIBILITY LIST. A CHANGE TO RECOMMENDED DESIGNED TO ALLOW THE MBR TO PARTICIPATE IN SWE COMPETITION MUST BE COMPLETED PRIOR TO THAT SWES ELIGIBILITY DEADLINE DATE. NO BACKDATING OF CHANGES WILL BE ALLOWED AFTER THAT DATE HAS PASSED. FOR SUPPLEMENTAL ADVANCEMENTS, THE CHANGE TO RECOMMENDED MUST BE COMPLETED AND VIEWABLE IN DIRECT ACCESS BEFORE THE PLACEMENT MESSAGE IS SENT.

6. AN ADVANCEMENT RECOMMENDATION CHANGE THAT INVOLVES ASSIGNING DIFFERENT MARKS OR THAT IS PART OF ANOTHER ACTION, AS OUTLINED IN ART 10.B.5 OF REF A, WILL CONTINUE TO BE ACCOMPLISHED IAW CURRENT POLICY.

7. THIS POLICY WILL BE INCORPORATED IN A FUTURE CHANGE TO REF A. QUESTIONS MAY BE DIRECTED TO PSC(ADV), 785-339-3400.

8. INTERNET RELEASE AUTHORIZED.

9. RADM KENNETH T. VENUTO, ASSISTANT COMMANDANT FOR HUMAN RESOURCES, SENDS.

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